Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010026-7

INSTRUCTION NO.
LI 20-16

LI 20-16
PERSONNEL
Revised 5 September 1974

SUBJECT : Overtime and Holiday Work

STATINTL REFERENCES: (a) [redacted]
(b) DD/S Administrative Instruction No. 70-4 dtd 20 Feb 70
STATINTL (c) LI 20-19
(d) [redacted]

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1. GENERAL

This instruction delegates authority for direction and approval of holiday work and irregular overtime as defined in paragraph c(1)(b) of reference a. All regularly scheduled overtime will be approved by the Deputy Director for Administration in accordance with reference b.

2. AUTHORITY

a. The officers listed below may authorize holiday work and approve compensation in accordance with reference a. and may authorize irregular overtime and approve compensation for all employees under their supervision with the exception of employees graded GS-12 and above.

STATINTL
Executive Officer, OL
Chief, [redacted], SD/OL
Chiefs of all branches of LSD/OL
Chiefs of the Special and General Printing Plants, PSD/OL
Production Manager, Main Printing Plant, PSD/OL

b. These authorities may not be redelegated.

c. Overtime will not be authorized for GS-12 through GS-14 employees except in unusual cases. Compensation or compensatory time for GS-12 through GS-14 employees for overtime work requires prior approval of the Director of Logistics.

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3. CERTIFICATION

The officers listed in paragraph 2a shall certify the time and attendance reports claiming compensation for holiday work or compensation or compensatory time for overtime authorized under provisions of paragraph 2a or reference b. The Executive Officer, OL, shall certify time and attendance reports for GS-12 through GS-14 employees who have been authorized to perform overtime.

[redacted] STATINTL

MICHAEL J. MALANICK
Director of Logistics

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